

Communications and Grant Coordinator

Position: Communications and Grant Coordinator
Reports To: Director of Philanthropy and Engagement

Position Summary:

For nearly 80 years the Jimmie Hale Mission has provided hope to hurting men, women and children in central Alabama. Today the Jimmie Hale Mission has a budget of over \$6 million dollars and more than 70 team members dedicated to our mission.

We are currently seeking a fundraising professional who believes in our Christian mission and has a passion to change lives. The Communications and Grant Coordinator will have the primary responsibility of researching and developing grant proposals for funding opportunities from foundations, government, and other sources to increase support for the Jimmie Hale Mission.

The Communications and Grant Coordinator will report directly to the Director of Philanthropy and Engagement and have the support of the Director of Programs, Director of Finance, Executive Director, and internal databases from which to gather needed information.

Responsibilities:

- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Serve as the primary grant officer responsible for researching funding opportunities from foundations, government agencies, and other sources to support the annual fundraising goal.
- Develop effective grant proposals and supporting documents based on the funding requirements and objectives of the organization.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain current records and timely submit reports related to grant opportunities.
- In coordination with contracted vendors, write public facing information, promotional and marketing content for the organization website, newsletters and printed materials.
- Write gift acknowledgement letters

- Adhere to the highest ethical standards in all content and submissions.
- Other job-related duties may be assigned.

Qualifications:

- Bachelor's degree in a relevant field
- At least 3 years of experience in grant writing, preferably in the nonprofit sector
- Excellent written and verbal communication skills
- Strong research and writing skills, including the ability to develop compelling narratives that effectively communicate the organization's mission, needs and goals.
- Familiarity with grant application processes and requirements
- Ability to work independently and manage multiple deadlines
- Working knowledge of donor software, CRM systems and Microsoft Office

Classification:

- Full-time, Exempt
- Salary range \$50,000-60,000 with generous benefits